

GUIDELINES FOR THE CONDUCT OF ONLINE FINAL EXAMINATION - INSTRUCTIONS TO STUDENTS

Approving Authority	: Senate
Establishment Date	: Trimester 3 2019/2020
Date Last Amendment	: Senate Meeting No 228 dated 28 July 2022
Responsible Department :	Examination and Records Unit (ERU)

1. *The guideline on online examination is takes effect beginning Final Examination Trimester 3, 2019/2020.*
 2. *Revision of guideline to insert new clause at no 7*
 - a. *Before the Exam: clause e – h & k*
 - b. *During the Exam: clause l – j & l*
 - c. *Submission of Answer Document: clause a & l*

Approved by Senate Meeting no. 228 on 28 July 2022.
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The online examination will be conducted synchronously whereby students will view the examination questions through the Google Classroom platform, answer the questions, submit the answer scripts through Google Classroom. Students will be required to be on video conferencing mode via Google Meet with the Invigilator(s) throughout the whole online examination session. Therefore, in order to have a smooth-running online examination, students are required to make sure the followings before the examination day:

1. Students must ensure to have good internet connection and stable connectivity during the examination. This include preparing enough data plan to cater live video conferencing during the examination, identifying good spot or area that has good internet coverage, electricity and other necessary needs.
2. Students must have a laptop/desktop with camera which is in good condition that can support Google Classroom and Google Meet. Students must also have a handphone that can support important Mobile Apps for the examination such as Microsoft Office Lens, CamScanner or other relevant Apps for scanning purposes.
3. Students must equip themselves with mobile apps or equipment that can help to scan the answer script in ONE PDF FILE such as CamScanner, Microsoft Office Lens (phone apps for PDF), or other relevant Apps or scanning equipment.
4. Students must make sure that the room or area chosen to sit for the online final examination is conducive and suitable to support the examination environment (e.g.: free from noise, near to facilities or equipment required to support the examination, in isolation, etc.).

5. The cost of preparing the required facilities of live video conferencing for the online examination will be borne by the students. Any issues regarding the preparation need to be informed to the lecturer as soon as possible before the examination week begins.

1	Examination Timetable
	<ul style="list-style-type: none"> a. Students can view their exam schedule in CaMSys: CaMSys Navigation: CaMSys >Self Service > Examinations > My Exam Timetable b. Exam Slip is not required for Online Examination.
2	Time Zone
	<ul style="list-style-type: none"> a. The examination will be conducted based on Malaysian Time. b. Online examination will be conducted in accordance to Malaysia time. Students may refer to this link for the time zone. https://www.timeanddate.com/worldclock/converter.html c. Please take note that the starting and ending time of online examination are based on Google Classroom Server. Please ensure the time/clock in your devices is synchronized.
3	Platform and Tool
	<p>Platform and tool for the Online Examination:</p> <ul style="list-style-type: none"> 1. Google account: Access via MMU email account (i.e.: <u>118XXXXXXXX@student.mmu.edu.my</u>) 2. Google Classroom (GC) 3. Google Meet 4. Google Forms
4	Honesty Pledge
	<ul style="list-style-type: none"> a. All students are required to accept the honesty pledge prior to the examination. b. The honesty pledge will also be part of your attendance confirmation. Therefore, this pledge is a mandatory requirement. Without it, submission from students will not be accepted. c. The exam must be taken completely alone. Students must provide their own answers and there shall be no copying of answers from other person(s). d. If a student's answers are found to be copied from other person(s), disciplinary action will be taken against the said student.

5	<p>Examination Time and Duration</p> <p>a. Examination Session: Morning Session : 9.00am Afternoon Session : 2.30pm (except for Friday, exam starts at 3.00pm)</p> <p>b. All students will be given Additional 30 minutes for each exam. The additional time is used for accepting the Honesty Pledge, downloading the Answer Sheet, Examination Question and submitting the Answer Document.</p> <p><u>For Example:</u> Exam Duration: 2 hours or 3 hours</p> <p>i. First 15 min : to accept the Honesty Pledge, to download Answer Sheet and Examination Question and to check the Examination Question.</p> <p>ii. 2 or 3 hours : to answer the Examination Question</p> <p>iii. Last 15 min : to save the Answer Document and submit.</p> <p>Law programmes: 3 hours and 15 minutes</p> <p>i. First 15 min : to accept the Honesty Pledge and to download Answer Sheet.</p> <p>ii. 2nd 15 min : to download and check the Examination Question and reading time.</p> <p>iii. 3 hours : to answer the Examination Question</p> <p>iv. Last 15 min : to save the Answer Document and submit.</p>
6	<p>Preparation & Readiness for Online Examination</p> <p>a. Students are to ensure that they have no outstanding fees.</p> <p>b. Students are required to take note of the subject code and the subject section prior to the exam since this information is required in order to save the answer document.</p> <p>c. Students must join the Google Classroom (notification via student's email) to sit for the online examination for each of subject that they have registered. i.e.: If students have 3 subjects for the Online Examination, they will receive 3 invitation emails to join 3 different Google Classrooms. The invitation will be sent to their MMU Email Account 3 days before the date of the exam. Students who do not receive the invitation email within that period are to email to exam@mmu.edu.my ASAP.</p> <p>d. Students will be allowed to join the Google Classroom immediately after accepting the invitation. They may read the instruction posted on the Google Classroom prior to the exam date.</p>

	<p>e. Students are required to enable the auto-save function of their word processing software. If the auto-save function is not available, then students are reminded to regularly save their work.</p> <p>f. Students must find suitable place to take their exam (away from any disturbance and distraction).</p> <p>g. Students are to ensure that they have a computer or laptop with the internet connection in order to ensure the examination can be conducted and completed smoothly.</p> <p>h. Students can also write the answer on the Examination Pad / A4 Paper. If students choose to write, please ensure that they have a scanner or they have installed “Microsoft Office Lens” in their gadget/device. The application can be installed via: https://play.google.com/store/apps/details?id=com.microsoft.office.officelens</p> <p>It is the students’ responsibility to familiarize themselves with all the tools that will be used for the exam.</p>
7	<p>On Examination Day</p>
	<p>Before the Exam:</p> <p>a. Students must be ready within 20 minutes before the exam starts.</p> <p>b. Students must close all programs except for Google Classroom before taking the exam.</p> <p>c. Students are required to ensure all the required software and applications are installed/ready prior to the exam.</p> <p>d. Students are advised to time themselves wisely and to read all the instructions carefully.</p> <p>e. Students are required to join the Google Meet. They are required to turn off the microphone to avoid any noise, sound interruption etc.</p> <p>f. Students are required to turn on their video camera at least 15 minutes before the examination.</p> <p>g. The video camera must be turned on at all times throughout the examination. Students are required to ensure that their face and surroundings are clear and visible at all times.</p> <p>h. Invigilators will do room and student’s ID checking before the examination starts.</p> <p>i. The Examination Question will be uploaded 10 minutes before the start of exam.</p> <p>j. The Invigilator will be giving an announcement for students to start the exam. Later, the announcement will be posted at the “Classwork” tab too.</p> <p>k. Students are required to switch on camera throughout the examination session. Failing to do so without a valid reason is considered as a major offense and will be penalised.</p>

During the Exam:

- a. Students can type their answer in the Answer Sheet, or they can write on the Examination Pad / A4 Paper.
- b. Students are required to write their student ID number on every page of the Answer Sheet or the Examination Pad / A4 Paper.
- c. Students should not put their names on the Answer Sheet or the Examination Pad / A4 Paper. Students can only use their student ID number for identification.
- d. Students are advised to activate the automatic save function that their word processing software may have.
- e. Students **MUST** use font **Times New Roman** and the font size is **12**.
- f. Students are not allowed to change the setting and format of the Answer Sheet.
- g. The Invigilator will make an announcement if there is any amendment on the examination question. The said announcement will also be posted on the “Classwork” tab. Students are advised to be aware of any announcement made by the Invigilator and to frequently check the “Classwork” tab.
- h. If students have any question, they may post the question to the Invigilator on the “Classwork” tab.
- i. Students are **NOT ALLOWED** to communicate with other parties (either by face-to-face, by phone or texts) other than the Invigilator during the examination.
- j. Students are **NOT ALLOWED** to share any documents, recorded videos or pictures related to the online examination to any third party or social media. Necessary action will be taken on the students who are caught in doing so.
- k. Towards the end of the examination period, the Invigilator will make 3 announcements:
 - i. To remind the students on the remaining time left which is 20 minutes before the end of exam, (*For Example: 2 hour-exam: Exam starts at 9am. The Invigilator will make an announcement at 10.40am*) and
 - ii. To inform the student to stop typing/writing at the end of exam time and to request students to start saving their work for submission. (*For Example: 2 hour-exam: Exam starts at 9am. Students should stop typing and writing at 11am. Students should submit the Answer Document before 11.30am*)
 - iii. To inform the students that no submission will be accepted beyond this point – 30 minutes after the end of exam.
- l. The students are not allowed to leave the examination video-conferencing within the first 30 minutes of the examination and 30 minutes before the examination ends. If the students need to leave the examination before the examination ends, they need to inform the Invigilator.

Submission of Answer Document

- a. The submission of the **Answer Document** must be done through Google Classroom platform. If problem also occurred with the Google Classroom, the Invigilator will determine other alternative means to allow for the submission.
- b. Type: Students are required to save their **Answer Document** in PDF format.
- c. Writing: Students are required to scan their document and save it into PDF format too.
- d. Students are required to name the file in this format:
Lecture Section_Student ID_Subject Code
Example: TC01_1191234567_ABC1234
- e. The navigation to submit the **Answer Document**:
Classwork > View Assignment > Your Work > Add or Create (upload your Answer Document) > Mark as Done > Hand In
- f. Students must check carefully before they click “Hand In”
- g. Students must ensure that they submit the correct **Answer Document** within the duration given. The exam submission will be time-stamped in the system.
- h. Students must ensure the Answer Document submission status is “Handed In”.



- i. **Answer Document** which is submitted after the stipulated time period will not be accepted.
- j. **Answer Document** that has been submitted to other platforms rather than the identified ones will not be accepted too.
- k. Only one submission will be accepted.
- l. If there is any issue during the submission period, the students are required to immediately contact the Invigilator.
- m. The Invigilator will do the checking of the submission. Students must remain seated and stay online during the checking process. Students are not allowed to leave the session without the permission from the Invigilator.

... end of guidelines